



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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FT. BELVOIR, VIRGINIA 22060-6221

CH 4
DoD 4000.25-5-M

DLMSO

IN REPLY
REFER TO

CHANGE NO. 4
DoD 4000.25-5-M

19 SEP 1996

MILITARY STANDARD CONTRACT ADMINISTRATION PROCEDURES (MILSCAP)

I. This change, published by direction of the Deputy Under Secretary of Defense (Logistics) (DUSD(L)), under the authority of DoDD 4140.1, Materiel Management Policy, revises DoD 4000.25-5-M, Feb 93, and is effective upon receipt.

II. Incorporated in change 4 are updates to the References, to chapter 1, and to Appendices A and K.

a. Appendix A53 through A57 have been added, for the P-CIM, in support of the ANSI EDI transaction set 836, Procurement Notices.

b. Appendix K has been revised to reflect changes from the Mechanization of Contract Administration Services (MOCAS) realignment of its databases and field offices; also an SPCC use of the PK5 transaction is documented under Navy ICPs.

III. Remove pages listed below and insert revised pages. Changes and additions are shown in **bold italics**.

Remove Old

vii thru xii
xv and xvi
xix
1-1 thru 1-15
9-5 and 9-6
A-1
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—
K-5 and K-6
K-19 thru K-34

Insert New

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xv and xvi
xix
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9-5 and 9-6
A-1
A30
A53-1 thru A57-1
K-5 and K-6
K-19 thru K-30

IV. This change sheet will be filed in front of the publication for reference purposes, after changes have been made.

BY ORDER OF THE DIRECTOR


PAULA A. MARTINEZ
DASC Administrator

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ACRONYMS AND ABBREVIATIONS

<u>Acronym or Abbreviation</u>	<u>Definition</u>
A/A	Acceptance Alert, DI Code PK5
ACO	Administrative Contracting Officer
ACPS	Automated Contract Preparation System (Air Force)
ACRN	Accounting Classification Reference Number
ADP	Automatic Data Processing
AFAFC	Accounting and Finance Center (Air Force)
AFMC	Air Force Materiel Command
AMC	Army Materiel Command
AMCL	Approved MILSCAP Change Letter
AMIS	Acquisition Management Information System (Air Force)
ANSI	American National Standards Institute
Applic	Applicable
A/R	Acceptance Report, DI Codes PKN/PKP
ARPA	Advanced Research Project Agency
ATCOM	Aviation and Troop Command
AUTODIN	Automatic Digital Network
BAAN	Budget Authorization Account Number
BPAC	Budget Program Activity Code
CAGE	Cataloging Handbook H4/H8, Contractor and Government Entity
CAO	Contract Administration Office
CC	Cost Center
CCE	Contract Closeout Extension
CCS	Contract Completion Statement
CCSS	Commodity Command Standard System
CDD	Contract Delivery Date
CECOM	Communications and Electronics Command
CLIN	Contract Line Item Number
CONUS	Continental United States
CPN	Contract Payment Notice
DAAS	Defense Automatic Addressing System
DCMAO	Defense Contract Management Area Office
DCMC	Defense Contract Management Command
DCMD	Defense Contract Management District
DD Form	Department of Defense Form
DFARS	DoD Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service

<u>Acronym or Abbreviation</u>	<u>Definition</u>
DI	Document Identifier
DLA	Defense Logistics Agency
DLAI	Defense Logistics Agency Instruction
DLMS	Defense Logistics Management System
DLMSO	Defense Logistics Management Systems Office
DLSS	Defense Logistics Standard Systems
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDAAD	Department of Defense Activity Address Directory
DPAS	Defense Priorities and Allocations System
DPP	Director of Defense Procurement
DPRO	Defense Plant Representative Office
DPSC	Defense Personnel Support Center
DSN	Defense Switched Network
DSS	Depot Standard System
DSSN	Disbursing Station Symbol Number
DUSD (L)	Deputy Under Secretary of Defense (Logistics)
E of E	Element of Expense
ELIN	Exhibit Line Item Number
EOM	End of Month
FAR	Federal Acquisition Regulation
FC	Formal Change
FDD	Forecast Delivery Date
FMS	Foreign Military Sales
FOB	Free on Board
IC	Interim Change
ICP	Inventory Control Point
IM	Inventory Manager
IOC	Industrial Operations Command
JANAP	Joint Army, Navy, and Air Force Publication
JO23	Small Purchase System (Air Force)
JO41	Acquisition and Due-in system (Air Force)
MAPAD	Military Assistance Program Address Directory
MICOM	Missile Command
MIPR	Military Interdepartmental Purchase Request
MILSCAP	Military Standard Contract Administration Procedures
MILSTAMP	Military Standard Transportation and Movement Procedures

REFERENCES

- (a) DoD Directive **4140.1**, "**Materiel Management Policy**," January 4, 1993.
- (b) **Reserved.**
- (c) DoD 5025.1-M, "DoD Directives System Procedures," **August 15, 1994**, authorized by DoD Directive 5025.1, **DoD Directives System**, June 24, 1994.
- (d) Federal Acquisition Regulation (**FAR**), **current edition**, authorized by the Office of **Federal Procurement Policy (OFPP)**.
- (e) DoD Federal Acquisition Regulation Supplement (**DFARS**) **current edition**, authorized by **OUSD(A) in the Defense Acquisition Regulation System**.
- (f) **DoD 8320.1-M-1**, "**Data Element Standardization Procedures**," January 1993, authorized by DoD Directive 8320.1, DoD Data Administration, September 26, 1991.
- (g) DoD 4000.25-13-M, "DoD Logistics Data Element Standardization and Management Program Procedures," January 1984, authorized by DoD Directive **4140.1**.
- (h) DoD 4000.25-1-M (formerly DoD 4140.17-M), "Military Standard Requisitioning and Issue Procedures," 1 May 1987, authorized by DoD Directive **4140.1**.
- (i) DoD 4000.25-2-M (formerly DoD 4140.22-M), "Military Standard Transaction Reporting and Accounting Procedures," 1 May 1987, authorized by DoD Directive **4140.1**.
- (j) DoD 4500.32-R, "Military Standard Transportation and Movement Procedures," 15 March 1987.
- (k) **Joint Army, Navy and Air Force Publication (JANAP) 128 (J)**, "Automatic Digital Network (AUTODIN) Operating Procedures," **July 30, 1993**.
- (l) "DoD Directory of Contract Administration Services Components," **February 1995**, authorized by DASD(P) Memorandum dated 5 April 1990, subject: Directory of Contract Administration Services.
- (m) **Reserved.**
- (n) **Reserved.**
- (o) DoD 4000.25-6-M, "DoD Activity Address Directory (DoDAAD)," **June 1996**, authorized by DoD Directive **4140.1**.

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- (p) DoD 4000.25-8-M, "Military Assistance Program Address Directory System (MAPAD)," **May 1995**, authorized by DoD Directive **4140.1**.
- (q) Cataloging Handbook H4/H8, "Commercial and Government Entity (CAGE)," **current edition**, authorized by DoD **4130.2-M**, **March 31, 1975**.
- (r) Defense Priorities and Allocations System Handbook, October 1984, **authorized by the Department of Commerce**.
- (s) **Reserved.**
- (t) DoD 7220.9-M, "**Department of Defense Accounting Manual**", October 1983 **authorized by DoD Instruction 7220.9, October 22, 1981**.
- (u) **DoD 4000.25-M, "Defense Logistics Management System", December 1995.**

PURCHASING OFFICE (PO). The office which awards or executes a contract for supplies or services.

X-OVERPUNCH. A punch in the 11th row, sometimes referred to as the X-row, of an 80 position record.

CHAPTER 1

ADMINISTRATIVE AND GENERAL

A. AUTHORITY

This manual is issued under authority of the Department of Defense (DoD) Directive **4140.1** (reference (a)).

B. PURPOSE

1. The Military Standard Contract Administration Procedures (MILSCAP) have been established to attain a greater degree of simplification, standardization, and automation in the processing of contract and contract related logistics and financial data.

2. This manual prescribes uniform procedures, rules, data elements, codes, formats, and time standards concerning the interchange of contract related information between and among DoD Components. This standardization action provides the basis for the DoD Components to design and implement compatible internal procedures for coding, transmitting, decoding, and using logistics information.

C. APPLICABILITY

The provisions of this manual apply to all Components of DoD on contracts assigned for contract administration to Defense Contract Management Districts (DCMDs). Federal Acquisition Regulation (FAR), subpart 42.2, establishes the policy for assignment of contract administration. All elements of DoD are encouraged to use these procedures, where possible, for those contracts not assigned for field administration.

D. POLICY

Under provisions of DoD Directive **4140.1** (reference (a)), it is the policy of the DoD that:

1. MILSCAP shall be disseminated, as required, to the using levels of DoD Components. Supplemental procedures issued by DoD Components or other organizations are authorized when additional detailed instructions are required.

2. MILSCAP shall be implemented uniformly between DoD Components and at all levels within each DoD Component. Priority shall be given to the development and implementation of inter-DoD Component procedures before separate development and implementation of intra-DoD Component procedures.

a. Requests for deviations or waivers shall be considered when it can be demonstrated that the system in question cannot provide a workable method or procedure or cannot accommodate interim requirements.

b. Deviations or waivers may not be requested solely to accommodate existing internal systems and procedures or organizational environments.

E. RESPONSIBILITIES

1. Under provisions of DoD Directive **4140.1** (reference (a)), the **Director of Defense Procurement (DPP)** shall provide policy guidance, shall oversee MILSCAP, and shall direct implementation of and compliance with the Directive as it relates to MILSCAP. In carrying out this responsibility, the **DPP** shall:

a. Approve the development of new MILSCAP assignments or revisions to existing assignments.

b. Provide the Defense Logistics Management Standards Office (DLMSO) with policy guidance concerning the design, development, documentation, and maintenance of MILSCAP procedures.

c. Review and approve DLMSO plans, priorities, and schedules for MILSCAP.

d. Introduce new system improvements and expansion of MILSCAP.

e. Approve or disapprove requests to use a system other than MILSCAP.

f. Resolve issues submitted by DLMSO concerning resources, policy, and requests for deviations or waivers from the use of MILSCAP.

2. The Chief, DLMSO, shall establish a system administrator for MILSCAP.

3. The DoD MILSCAP System Administrator shall:

a. Perform analysis and design functions, in coordination with the DoD Components, to implement guidance and instructions provided by the ASD(P&L) and to ensure the involvement of telecommunications planning in an integrated system design.

b. Recommend system improvements and additional policy, as required, during the development of procedures.

c. Develop, publish, and maintain this manual consistent with DoD 5025.1-M (reference (c)).

d. Evaluate and coordinate proposed system revisions with DoD Components and furnish a copy of all revision proposals to the **DPP**.

e. Resolve issues concerning procedural matters within 90 days after receipt of all comments from DoD Components. Issues affecting resources or policy shall be referred, together with the comments of the DoD Components and a recommendation by the DoD MILSCAP System Administrator, to the **DPP** For decision.

f. Disseminate to **DPP** a quarterly status review of all revision proposals that have not yet been approved for publication or, that if approved, have not been implemented.

g. Ensure compatibility of assigned systems. Coordination shall be effected, when appropriate, among system administrators for assigned systems, with designated system administrators of other DoD logistics systems, and with related DoD logistics task groups. Compatibility among these systems and groups shall be attained, when appropriate, before coordination with the DoD Components.

h. Ensure uniform implementation of this manual by:

(1) Reviewing all supplemental procedures issued by DoD Components to ensure continuing conformance of revisions to the approved system.

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(2) Reviewing implementation plans and implementation dates of DoD Components and making recommendations for improvements.

(3) Conducting periodic evaluations to determine effectiveness of the system.

(4) Conducting staff assistance visits of selected system segments to determine compliance with prescribed system requirements and to furnish clarification to ensure uniform interpretation of the requirements of the system.

(5) Reporting to **DPP** the findings and recommendations of evaluations and staff assistance visits, along with the comments of the DoD Components concerned.

(6) Securing semiannually, from the DoD Components, status information concerning implementation of approved system revisions.

i. Review and evaluate curricula of DoD and other Defense Logistics Standard Systems (DLSS) participant training schools offering courses related to MILSCAP and make recommendations for improvements.

j. Assist in resolving problems, violations, and deviations that arise during system operations and that are reported to the DoD MILSCAP System Administrator. Unresolved problems and continued violations shall be referred to **DPP** for resolution or corrective action.

k. Review and coordinate with DoD Components all requests for system deviations and exemptions and make appropriate recommendations to ASD(P&L) based on factfinding studies or analysis of accompanying justification.

4. The Heads of DoD Components and other participating organizations shall:

a. Designate an office of primary responsibility for MILSCAP to serve as the MILSCAP Focal Point. They shall identify to the DoD MILSCAP System Administrator the name of a primary and alternate focal point representative for MILSCAP to:

(1) Serve on the MILSCAP Focal Point Committee.

(2) Provide the DoD Component or participating organization position and have the authority to make decisions regarding procedural aspects.

(3) Ensure continuous liaison with the DoD MILSCAP System Administrator and other DoD Components and participating organizations.

(4) Evaluate all suggested changes to MILSCAP that originate within the DoD Component or participating organization. Beneficial suggestions shall be evaluated initially by the focal point.

(a) If a suggestion is received by the DoD MILSCAP System Administrator directly for evaluation, it shall be forwarded to the appropriate DoD Component or participating organization focal point for review and evaluation.

(b) If the suggestion is considered worthy of adoption, the focal point shall submit a change proposal to the DoD MILSCAP System Administrator, stipulating specific narrative changes to the manual.

(c) Such proposed changes shall be coordinated in the normal manner with awards determined by the focal point in accordance with current procedures.

(5) Submit revision proposals to the DoD MILSCAP System Administrator with justification and expected benefits.

(6) Develop and submit to the DoD MILSCAP System Administrator a single, coordinated DoD Component position on all system revision proposals within the time limit specified by the DoD MILSCAP System Administrator.

(7) Participate in system staff assistance visits in coordination with the DoD MILSCAP System Administrator.

b. Implement approved systems and revisions thereto and provide the DoD MILSCAP System Administrator with semiannual status information concerning implementation of approved system revisions. This information shall be submitted within 15 workdays after 1 May and 1 November and shall begin with the publication of the approved system change.

c. Accomplish internal training to ensure timely and effective implementation and continued operation of MILSCAP. In addition, furnish copies of initial training instructions concerning MILSCAP to the DoD MILSCAP System Administrator.

d. Review, evaluate, and update, at least annually, curricula of internal training programs to ensure adequacy of training.

e. Provide representation to joint system design and development efforts and evaluations of the DLSS in coordination with the DoD MILSCAP System Administrator.

f. Review internal procedures continually to eliminate and prevent duplication of records, reports, and administrative functions related to information provided by the DLSS.

g. Provide the Defense Logistics Agency (DLA) with an open rider requisition using Standard Form (SF) 1, "Printing and Binding Requisition," and bulk distribution lists to cover all printed changes to this manual. The SF 1 will be sent to:

ATTN DASC-VC
8725 JOHN J KINGMAN ROAD SUITE 0119
FORT BELVOIR VA 22060-6220

h. Ensure that operating activities supporting MILSCAP functions comply with this manual.

i. Furnish to the DoD MILSCAP System Administrator copies of supplemental and internal procedures, and changes thereto, relating to the operation of MILSCAP.

j. Report to the DoD MILSCAP System Administrator violations and deviations that arise during system operations.

F. FOCAL POINT COMMITTEE

1. Organization and Management. The MILSCAP Focal Point Committee shall:

a. Consist of representatives from the DoD Components and other participating organizations for MILSCAP.

b. Be chaired by the DoD MILSCAP System Administrator.

c. Meet at least quarterly. Minutes of these meetings shall be distributed by the DoD MILSCAP System Administrator within 30 days.

2. Functions. The MILSCAP committee shall participate in the development, implementation, and maintenance of MILSCAP.

3. Focal Points. The following have been designated as the office of primary responsibility or focal point for MILSCAP matters within the following organizations (DSN is the Defense Switched Network):

Army	COMMANDER US ARMY MATERIEL COMMAND ATTN AMCAQ-I 5001 EISENHOWER AVENUE ALEXANDRIA VA 22333-0001 (DSN 284-8347)
Navy	COMMANDING OFFICER FITTING OUT AND SUPPLY SUPPORT ASSISTANCE CENTER (FOSSAC) SYSTEMS TRAINING DEPARTMENT ATTN 07A-A3 PO BOX 15129 NORFOLK VA 23511-0129 (DSN 565-1917)
Air Force	PRICING AND CONTRACT ADMINISTRATION DIVISION ATTN SAF/AQCP THE PENTAGON ROOM 4C251 WASHINGTON DC 20330-5040 (DSN 225-4982)
Marine Corps	COMMANDANT OF THE MARINE CORPS ATTN HQMC-LBO 3033 WILSON BOULEVARD ARLINGTON VA 22201-3843 (DSN 226-1018)
DFAS	DEPUTY DIRECTOR FOR POLICY DEFENSE FINANCE AND ACCOUNTING SERVICE ATTN DFAS-FCC ROOM 10B220 WASHINGTON DC 20376-5001 (DSN 227-0811)
DLA	ATTN MMPRS DEFENSE LOGISTICS AGENCY ACQUISITION PROCUREMENT SYSTEMS TEAM 8725 JOHN J KINGMAN ROAD SUITE 3135 FORT BELVOIR VA 22060-6221 (DSN 427-1438)

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4. DoD Components other than those shown in paragraph 3 should contact the DoD MILSCAP System Administrator:

ATTN DLMSO
DEFENSE LOGISTICS MANAGEMENT
STANDARDS OFFICE
8725 JOHN J KINGMAN ROAD SUITE 2533
FORT BELVOIR VA 22060-6221
(DSN 427-6112)

G. PUBLICATION OF THE MANUAL

1. Organization and Numbering

a. In addition to the front matter (Foreword, Table of Contents, Acronyms and Abbreviations, etc.), the manual is organized into chapters and appendices.

b. Each chapter is divided into sections and, where necessary, into paragraphs and subparagraphs. Sections are indicated by capital letters, paragraphs by numbers. Subdivisions of paragraphs are indicated by lower case letters, by numbers in parentheses, by lower case letters in parentheses, by numbers in brackets, and by lower case letters in brackets, in that order; for example:

Chapter 1

A. Section

3. Paragraph

a. Subparagraph

(1) Subparagraph

(a) Subparagraph

{1} Subparagraph

{a} Subparagraph

c. Appendices are identified by alphabetics and numerics to indicate an alphabetic group, e.g., A1, A2.

d. Pages are numbered in a separate series for each chapter and appendix. Pages of a chapter are numbered in sequence with arabic numerals beginning with 1. Each page number of a chapter is preceded by the number of the chapter. The page numbering system of the appendices indicates the number of the appendix, i.e., A1-, A2-, etc., followed by the page number of the appendix.

e. Reference to this manual in correspondence, messages, etc., will be shown by stating "MILSCAP" followed by the paragraph/subparagraph or appendix; for example, "MILSCAP, paragraph 5-C.2.a.(1)(a)."

2. Distribution of the Manual

a. DLA will distribute this manual and formal changes to a bulk distribution point within each DoD Component and participating organization as requested by the organization or Component in their open rider requisition. Further distribution is accomplished within each organization based upon approved distribution data generated through their internal publication channels.

b. Requests for changes in the distribution list for this manual will be submitted by a DoD Activity to its DoD Component as follows:

Army

COMMANDER
US ARMY MATERIEL COMMAND
ATTN AMCAQ-I
5001 EISENHOWER AVENUE
ALEXANDRIA VA 22333-0001

Navy

COMMANDER
NAVAL SUPPLY SYSTEMS COMMAND
ATTN SUP 26A
WASHINGTON DC 20376-5000

Air Force

PRICING AND CONTRACT ADMINISTRATION
DIVISION
ATTN SAF/AQCP
THE PENTAGON ROOM 4C251
WASHINGTON DC 20330-5040

Marine Corps	COMMANDANT OF THE MARINE CORPS ATTN HQMC-LBO WASHINGTON DC 20380-0001
DFAS	DEFENSE FINANCE AND ACCOUNTING SERVICE ATTN DFAS-FCC WASHINGTON DC 20376-5001
DLA	ATTN DASC VC DLA ADMINISTRATIVE SUPPORT CENTER 8725 JOHN J KINGMAN ROAD SUITE 0119 FORT BELVOIR VA 22060-6220
DoD Components (other than those shown above)	ATTN DLMSO DEFENSE LOGISTICS MANAGEMENT STANDARDS OFFICE 8725 JOHN J KINGMAN ROAD SUITE 2533 FORT BELVOIR VA 22060-6221

c. Copies of this manual may be obtained by DoD Activities through normal publication requisitioning channels of the Service/Agency involved; and by others through the Director, DLMSO.

3. Formal and Interim Changes

a. Formal changes (FC) to this manual will be published as needed. Each FC will be numbered consecutively and issued as page replacements. The change number will be indicated on each page and new or revised wording will be indicated by bold italics.

b. Interim changes (IC) will be issued to publish emergency or other changes when there is insufficient time to publish a FC. Each IC will be incorporated in a FC without undue delay. Each IC will be numbered consecutively and will indicate the FC in which it will be incorporated. For example, the second IC to be incorporated in change 3 will be numbered "IC 3-2." The DoD MILSCAP System Administrator will distribute copies of each IC to the MILSCAP Focal Points.

H. PROPOSED CHANGES

1. Activities proposing revisions to this manual will forward the proposal to their focal point.

2. If concurred with, the focal point will forward the proposed change to the DoD MILSCAP System Administrator:

ATTN DLMSO
DEFENSE LOGISTICS MANAGEMENT
STANDARDS OFFICE
8725 JOHN J KINGMAN ROAD SUITE 2533
FORT BELVOIR VA 22060-6221

3. In accordance with DoD Directive 4000.25 (reference (a)), the following information must accompany proposed changes to this manual when they are forwarded to the DoD MILSCAP System Administrator:

a. Proposed Concept/Rationale: A narrative description of the idea underlying the proposed change and an explanation of the need for the change. (The purpose of this information is to identify both the basic idea and/or problem and why it is a problem.)

b. Interface/Impact Requirements: Identify all known or potential impacts on the DLSS or other DoD logistics or financial systems. (The purpose of this information is to determine who should be involved with or be made aware of this proposal.)

c. Advantages/Disadvantages: Identify the known or potential advantages or benefits that are expected to result from the proposed change. Disadvantages, when known, should also be addressed.

d. Procedures: The proposed wording of the change for this manual and for any other publications that are affected by this proposed change.

4. The DoD MILSCAP System Administrator will promptly evaluate and, when appropriate, staff proposed changes to this manual with the MILSCAP Focal Points.

a. Initiating Proposed MILSCAP Change Letters (PMCLs). Consecutively numbered PMCLs will be prepared for requests which demonstrate significant benefits. The PMCL will be forwarded to ASD(P&L), the participating Services/Agency, and the DoD System Administrators of other DoD Systems impacted by the proposed change.

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A minimum of 60 days will be allowed for staffing. Information in regard to the establishment of an implementation date for the proposed change, if adopted, will also be requested. When required for evaluation of a proposal, the DoD MILSCAP System Administrator will request that the Services/Agency provide cost/benefit data with their responses. Nonreceipt of responses within the specified timeframes will result in the DoD MILSCAP System Administrator initiating followup correspondence with the nonresponding Service/Agency.

b. Receiving and Evaluating Service/Agency Responses.

(1) Proposed change letters not receiving complete Service/Agency concurrence will be scheduled for discussion/resolution at a subsequent meeting of the designated Service/Agency focal point representatives. The establishment of an effective date for the change, if adopted, may also be subjected to joint meeting for resolution.

(2) Issues which involve procedural matters will be resolved by the DoD MILSCAP System Administrator, normally within 90 days after the receipt of all comments from the participating Services/Agency.

(3) Matters affecting policy, together with the Service/Agency comments and a recommendation by (or from) the DoD MILSCAP System Administrator, will be referred to the ASD(P&L) for resolution.

I. APPROVED CHANGES

1. Coordination. After a proposed change to this manual is approved, the DoD MILSCAP System Administrator will, in coordination with the MILSCAP Focal Points, establish an implementation date for the change. Coordination will be effected through agreements reached during DoD MILSCAP Focal Point Committee deliberations or, in most cases, through letters to the MILSCAP Focal Points.

2. Effective Date. Following receipt and evaluation of DoD Component preferred implementation dates, the DoD MILSCAP System Administrator will select an effective date for changes to this manual. The approved change and its effective date will be formally announced by the DoD MILSCAP System Administrator through release of an approved MILSCAP change letter (AMCL).

3. AMCLs. These will be numbered consecutively and are provided to formally notify system participants of approved changes. AMCLs may also be used as planning documents to assist participants in any program or system design efforts which may be necessary to implement the changes. The DoD MILSCAP System Administrator will distribute copies of AMCLs to the MILSCAP Focal Points.

4. Implementation. DoD policy (see section D., above) requires full implementation of MILSCAP. If an approved change cannot be implemented as scheduled, the focal point must request approval for a deviation. Deviation requests must include a justification and show an understanding of the potential impact on other system participants. Deviation requests may relate to the implementation date, particular aspects of the change, or both. The DoD MILSCAP System Administrator will attempt to resolve the request. Unresolved requests for deviation will be forwarded to the **DPP** for resolution.

J. SUPPLEMENTAL PROCEDURES

Supplemental procedures issued by DoD Components are authorized when additional detailed instructions are required. The following publications supplement the provisions of this manual within the DoD Components and participating Agencies.

1. Army:

a. Commodity Command Standard System Operating Instructions (CCSSOI) 715-100, Volumes 2 and 4.

b. CCSSOI 18-1-48 (MILSCAP File Guide).

c. Automated Data System Manual (ADSM) 18-R19JCI-ZZZ-UN-01.

2. Navy. No implementing procedures or instructions.

3. Air Force. To be determined.

4. DLA:

a. DLAM 4140.2, Volume III, Supply Operations Manual, Defense Depot Transportation and Supply Procedures (for mechanization of warehouse and shipment processing (MOWASP) system).

b. DLAM 4715.1, Standard Automated Materiel Management System (SAMMS), Manual of Operating Procedures for the Contracting Subsystem.

c. DLAM 8000.3, Mechanization of Contract Administration Services (MOCAS) Users Manual for Contract Administration.

K. QUARTERLY STATUS REVIEW

The DoD MILSCAP System Administrator will disseminate the Quarterly Status Review required (see paragraph E.3.f., above) by DoD Directive **4140.1** (reference (a)) within 2 weeks of the close of the quarter. The review will be in two parts; one for open proposals in process and another for approved changes which have not been implemented.

L. SEMIANNUAL IMPLEMENTATION STATUS REPORT
(RCS: DD-A&T(Q&SA)1419)

1. Purpose and Report Control Symbol (RCS). DoD Directive **4140.1** (reference (a)) requires the DoD MILSCAP System Administrator to ensure uniform implementation of the Directive by securing from DoD Components and participating Agencies, on a semiannual basis, status information concerning implementation of approved MILSCAP revisions. The reporting requirement ends after a status of "fully implemented" throughout the Component is provided. The purpose is to identify and resolve problems prior to the effective date of the AMCL. The Directive assigned RCS: DD-**A&T**(Q&SA)1419 as the report control symbol.

2. Report Form. The report must provide, at a minimum, the following information:

- a. Title - Semiannual Implementation Status Report.
- b. Report Control Symbol - RCS: DD-**A&T**(Q&SA)1419.
- c. As of Date - 1 May or 1 November.
- d. Approved MILSCAP Change Number.
- e. Effective Date - As indicated on the AMCL.

3. Due Date. The report must be forwarded to the Director, Defense Logistics Management Standards Office, ATTN: DLMSO (DLA-LM), to arrive within 15 working days of the "as of" date of the report.

M. NONCOMPLIANCE WITH PRESCRIBED MILSCAP PROCEDURES AND OTHER UNRESOLVED PROBLEMS

If reasonable attempts to obtain compliance with prescribed procedures or resolution of MILSCAP related problems are unsatisfactory, the activity having the problem will request assistance from its MILSCAP focal point. The request will include copies of all correspondence pertinent to the problem. The focal point involved will take the necessary action to resolve the issue or problem. Necessary action may include requesting assistance from the DoD MILSCAP System Administrator, who will follow the prescribed procedures (see section E., above).

N. ADDRESSEE FOR MILSCAP DATA

1. MILSCAP data should always be transmitted to the automatic data processing (ADP) activity servicing the prescribed recipient. The MILSCAP transaction recipient and the ADP activity servicing the recipient may not be the same point. The ADP points for contract administration offices (CAOs) are published in the "DoD Directory of Contract Administration Services Components," (reference (1)).

2. If MILSCAP data are received by the wrong activity, reasonable effort should be made to reroute the data to the correct activity. Automatic Digital Network (AUTODIN) Operating Procedures, JANAP 128, (reference (k)) will be used for rerouting data over AUTODIN. If the correct activity cannot be determined for electrically transmitted or mailed messages, return to the sender with appropriate remarks.

a. Balance-control the number of records in the batch to the count in the text header.

b. Balance-control the sum of the individual CPN records in the batch to the totals in the text header. For this balancing, collected and disbursed amounts are defined as follows:

(1) Collected Amount - the sum of the PV2 Net Paid/Collected Amount with a Contract Fund Reporting Transaction code C, plus the PV3 deducted amounts with a Plus/Minus code M.

(2) Disbursed Amount - the sum of the PV2 Gross Amount with a Contract Fund Reporting Transaction code D, plus the PV3 deducted amounts with a Plus/Minus code P.

c. Produce a "flash" report of the daily financial actions since, normally, only one batch of new CPNs will be transmitted each day to each accounting point.

d. Ascertain if all batches of CPNs have been received by checking for an unbroken sequence of batch serial numbers.

e. Relate CPNs to the proper Text Header Record (by use of the batch sequence code).

f. Notify each CPN recipient of the last transmission for the month.

3. A Text Header Record will be prepared for transmission of duplicate or missing CPNs from a previously transmitted batch. The header record will contain the batch serial number of the original batch. The Batch Sequence code will not necessarily be the same code as contained in the original batch. They will not be combined with other CPNs in current daily batches.

4. For the Text Header Records being prepared for the last transmission of CPNs for the month, a code F will be entered in position 80 to indicate that this is the final report. For those accounting stations which are not receiving CPNs on the last transmission, but have been transmitted CPNs during the accounting month, a dummy end of month (EOM) Text Header Record will be prepared and transmitted concurrently with the last day's batch which shows the last Batch Serial Number transmitted to a particular CPN recipient and a code F in position 80, with positions 46-79 left blank.

J. RECIPIENTS OF PAYMENT NOTICES

1. CPNs shall be sent to the following addresses based on the department identity codes in the appropriation being expended:

<u>Appropriation Department Identity</u>	<u>Transmit To</u>
Code 21, and any code 97 bearing limitation/subhead 0100 or 1301	Accounting station shown in contract or abstract.
Code 17, and any code 97 bearing limitation/subhead 0400 or 0500 or 1304	<i>The activity indicated in the contract responsible for keeping the accounting records.</i>
Any code 97 bearing limitation/subhead in the 5100 series (DLA)	Accounting station shown in the contract or abstract.

2. Transmission of payment data by the CAO to activities other than those shown above is not sanctioned. It is the responsibility of the designated accounting point to supply such data to those activities having a valid requirement.

APPENDIX A

MILSCAP DATA ELEMENTS AND CODES

The Military Standard Contract Administration Procedures (MILSCAP), DoD Manual 4000.25-5-M, prescribes uniform procedures, rules, data elements, codes, formats, and time standards concerning the interchange of contract related data between and among DoD Components. This series of appendices is devoted to descriptions of data elements and codes used in MILSCAP. Data elements developed under the criteria outlined in *DoD 8320.1-M-1, "Data Element Standardization Procedures," reference (f)* have been approved by the Defense Information Systems Agency (DISA) Center for Standards. All data elements in this manual are defined in the *DoD Logistics Data Resource Management System (LOGDRMS)* as described in *DoD 4000.25-13-M, "DoD Logistics Data Element Standardization and Management Program (LOGDESMAP) Procedures," reference (g)*.

APPENDIX A30

CONTRACT CLOSEOUT GROUP

NUMBER OF CHARACTERS: One.

TYPE OF CODE: Alphabetic.

DEFINITION: A classification of contracts for the purpose of evaluating the closing of physically completed contracts against an established time standard (see FAR 4.804 and DFARS 204.804) and specifying the conditions under which the final Contract Completion Statement (PK9) is issued.

<u>CODE</u>	<u>EXPLANATION</u>
A	<i>Contracts using simplified acquisition procedures.</i> The final Contract Completion Statement (PK9) is automatically issued to the purchasing office when the contract is physically complete and payment has been made ; payment date may be included. (See FAR 204.804-1(a)(1).)
B	Firm-fixed-price contracts. The final Contract Completion Statement (PK9) is automatically issued to the purchasing office when final payment is made; normally within 6 months. (See FAR 4.804-1(a)(2).)
C	Contracts requiring settlement of overhead rates, i.e., contracts that are appendix A8 codes R, S, T, and U. The final Contract Completion Statement (PK9) is automatically issued to the purchasing office when all administrative actions are completed and final payment has been made; normally within 36 months. See FAR 4.804-1(a)(3).
D	All other contracts. The final Contract Completion Statement (PK9) is automatically issued to the purchasing office when all administrative actions are completed and final payment has been made; normally within 20 months. (See FAR 4.804.1(a)(4).)

APPENDIX A53

NOT CONSIDERED FOR AWARD

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

DEFINITION: Identifies the reasons that an offer is no longer considered for award (FAR 15.1001(b)). (This code list is not used in MILSCAP. It is listed here for use with ANSI X12, Transaction Set 836, Procurement Notices, data element 1270, code NL.)

<u>CODE</u>	<u>EXPLANATION</u>
A	Offer is unacceptable.
B	Offer is outside of competitive range.
C	Offer does not meet required delivery.
D	Offeror is suspended, debarred, or otherwise ineligible.
Z	Other.

APPENDIX A54

FAILURE TO AWARD

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

DEFINITION: Identifies the reasons that an offer does not receive the award (FAR 15-1001(c)).
(This code list is not used in MILSCAP. It is listed here for use with ANSI X12, Transaction Set 836, Procurement Notices, data element 1270, code RF.)

<u>CODE</u>	<u>EXPLANATION</u>
A	Offer is unacceptable.
B	Offer is not low.
C	Offer does not meet required delivery.
D	Offeror is suspended, debarred, or otherwise ineligible.
E	Offer is not best value.
F	Offer is determined to be other than fair and reasonable.
G	Offer is determined not responsible.
Z	Other.

APPENDIX A55

REASON FOR BID REJECTION

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

DEFINITION: Identifies the reasons that a bid was rejected and not considered for award (FAR 14.404-2).
(This code list is not used in MILSCAP. It is listed here for use with ANSI X12, Transaction Set 836, Procurement Notices, data element 1270, code RR.)

<u>CODE</u>	<u>EXPLANATION</u>
A	Bid is determined to be other than fair and reasonable.
B	Bid does not conform to essential requirements of the IFB.
C	Bid does not conform to delivery schedule.
D	Bidder is suspended, debarred, or otherwise ineligible.
F	Bid is materially imbalanced.
G	Bidder is determined nonresponsible.
H	Bid does not conform to specifications.
J	Bid imposes conditions prejudicial to other bidders.
K	Bid guarantee required but not submitted.
Z	Other.

APPENDIX A56

SOLICITATION METHOD

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

DEFINITION: Identifies the method of solicitation that applies to the award.. (This code list is not used in MILSCAP. It is listed here for use with ANSI X12, Transaction Set 836, Procurement Notices, data element 1270, code SM.)

<u>CODE</u>	<u>EXPLANATION</u>
A	EDI unrestricted public solicitation (one-to-all).
B	EDI public solicitation restricted to small business (one-to-all).
C	EDI public solicitation restricted by statute or regulation other than a small business set-aside (one-to-all).
D	EDI restricted sources solicitation (one-to-few).
E	EDI noncompetitive solicitation (one-to-one).
F	Non-EDI unrestricted solicitation.
G	Non-EDI solicitation restricted to small businesses.
H	Non-EDI public solicitation restricted by statute or regulation other than a small business set-aside (one-to-all).
J	Non-EDI restricted sources solicitation.
K	Non-EDI noncompetitive solicitation.
Z	Other.

APPENDIX A57

REASON FOR REJECTION OF UNSOLICITED PROPOSAL

NUMBER OF CHARACTERS: One

TYPE OF CODE: Alphabetic

DEFINITION: Identifies the reasons for the rejection of an unsolicited proposal (FAR 15.506).
(This code list is not used in MILSCAP. It is Listed here for use with ANSI X12, Transaction Set 836, Procurement Notices, data element 1270, code UP.)

<u>CODE</u>	<u>EXPLANATION</u>
A	Offeror is suspended, debarred, or otherwise ineligible.
B	Proposal is not related to agency mission area.
C	Proposal contains insufficient technical information.
D	Proposal contains insufficient cost information.
F	Proposal is not approved by authorized offeror official.
G	Proposal does not comply with FAR 15.509 markings.
H	Proposal is not unique or innovative.
J	Proposal was not independently originated and developed by offeror.
K	Proposal was prepared with Government supervision.
L	Proposal is for known agency requirement subject to competitive procurement.
Z	Other.

Group A3

Army Test Sites

<u>Name/Location</u>	<u>Receiving Activity DoDAAC</u>	<u>ADP Point DoDAAC</u>	<u>COMM RI</u>
Directorate of Contracting (STEAP-PR) Aberdeen Proving Ground, MD	W23QL0	W23QL0	RULNAPC
Directorate of Contracting (STEWS-PR) White Sands Missile Range, NM	W43SAN	W43SAN	RUCGWSM
Directorate of Contracting (STEYP-CR) Yuma Proving Ground, AZ	W61HZF	W61HZF	RUWJHUA

These three test sites use their own local systems which are programmed to accept Shipment Performance Notices (PJJ/PJR). White Sands is also programmed to accept PK9 and PK5 transactions.

Group N1

Navy Inventory Control Points

<u>Activity</u>	<u>DFARS App. G Code</u>		<u>Issued by</u> <u>DoDAAC</u>	<u>ADP Point</u> <u>DoDAAC</u>	<u>COMM RI</u>
	<u>Identifier</u> <u>PIIN</u>	<u>Call/Order</u>			
ASO Philadelphia, PA	N00383	GB / GC	N00383	N00383	RUEOITA
SPCC Mechanicsburg, PA	N00104	EP	N00104	N00104	RUEORG A

These two inventory control points (ICPs) use the ICP Uniform Automated Data Processing System (UADPS). Abstracts are issued through a special module that receives data from the ICP UADPS and arranges it in MILSCAP formats. ICP UADPS is programmed to:

1. Issue limited contract abstracts on some items by using a special module.
2. Receive:
 - a. Shipment Performance Notices.
 - b. Contract Payment Notices - TEST.
 - c. Contract Completion Statements.

3. SPCC also has another program that receives PK5 transactions, sends them to their FOCUS file where the PK5 data is printed out, one to a sheet. The paper is sent to the buyer for acceptance information. Generally these are not supply items; they are usually exhibit lines, i.e., test reports, documentation, etc. After the sheet is annotated by the accepting official and the buyer, the data is posted to the FOCUS file and a PKN transaction is returned to DCMC. When a PK5 transaction has not been received the paper acceptance document is sent by mail to the administering DCMC; a PKP transaction is not used.

Group F1 (con)

Air Force Materiel Command

2. Receive:

- a. Modification and correction abstracts.
- b. Shipment Performance Notices (PJJ/PJR).
- c. Revised Delivery Forecasts (PJB) - TEST.
- d. Contract Payment Notices (from AFAFC).
- e. Contract Closeout Notices (PK9).
- f. Unclosed Contract Status (PKX).

Group D1

DLA Supply Centers

<u>Name/Location</u>	<u>DFARS App. G Code</u>		<u>Issued by DoDAAC</u>	<u>ADPPoint DoDAAC</u>	<u>COMM RI</u>
	<u>PIIN</u>	<u>Identifier Call/Order</u>			
Defense Supply Center, Columbus	SP0700	UB	SP0700	SC0700	RUQADG
DDCO - TTC	SP0701	--	SP0701	"	C
Commercial Activities & Service	SP0710	YL	SP0710	"	"
Wood Products Branch	SP0720	YM	SP0720	"	"
MIPR Division	SP0730	WZ	SP0730	"	"
High Demand Group (MINI-ICP)	SP0740	XJ	SP0740	"	"
Contracts Division I	SP0750	UB	SP0750	"	"
Contracts Division II	SP0760	UB	SP0760	"	"
Contracts Division III	SP0770	UB	SP0770	"	"
Defense Electronics Supply Center	SP0900	UD	SP0900	SC0900	RUQADG
	SP0920	W4	SP0920	"	E
Defense Supply Center, Richmond	SP0400	TY	SP0400	SP0400	RUQADG
Business Operations	SP0420	XK	SC0400	"	A
DODDS Division					"
Defense Industrial Supply Center	SP0500	TZ	SC0500	SC0500	RUQADGI
Defense Supply Center, Phila.					
Clothing and Textiles	SP0100	TW	SP0100	SC0100	RUQADPA
Medical Materiel	SP0200	TX	SP0200	SP0101	"
Subsistence	SP0300	UE	SP0300	SP0102	"

The four hardware centers and the Medical Materiel and Clothing and Textile Directorates at the Defense Personnel Support Center (DPSC) use the Standard Automated Materiel Management System (SAMMS). SAMMS is programmed to:

1. Issue contract abstracts.
2. Receive:
 - a. Modification abstracts.
 - b. Shipment Performance Notices (PJJ).
 - c. Contract Payment Notices (PV_).
 - d. Contract Completion Statements (PK9).

Group D1 (con.)

DLA Supply Centers

The Subsistence Directorate at DPSC has programmed its local system, DISMS, to receive:

1. Shipment Performance Notices (PJJ).
2. Contract Completion Statements.
3. Contract Payment Notices.

Group D2

DLA Depots

<u>Name/Location</u>	<u>Receiving Activity DoDAAC</u>	<u>ADP Point DoDAAC</u>	<u>COMM RI</u>
Defense Depot Region East			
DD New Cumberland, PA *****	SB3100	SW3100	RUEDAMA
DD Susquehanna, PA *****	SW3100	SW3100	RUEDAMA
DD Richmond, VA ****	SW0400	SW0400	RUCKBGA
DD Cherry Point, NC **	N00146	N00146	RUEBBEC
DD Columbus, OH ****	SW0700	SW0700	RUEDKFA
DD Letterkenny, PA *****	SB3104	SB3104	RUERABA
DD Tobyhanna, PA *	W25G1V	W25G1V	RUEOFRA
DD Norfolk, VA **	N00188	N00188	RUEBBHR
DD Memphis, TN ****	SW3500	SW3500	RUCLFTA
DD Albany, GA	MMSA01	MMSA01	RUQABNB
DD Anniston, AL *	W31G1Y	W31G1Y	RUCLNNC
DD Jacksonville, FL **	N00207	N00207	RUCLDKA
DD Pensacola, FL **	N00204	N00204	RUCLMHA
DD Warner Robbins, GA ***	FD2060	FD2060	RUVRRRI
Premium Service	WY8593	WY8593	RUQADYE
Defense Depot Region West			
DD Stockton, CA	W62G2T	W62G2T	RUWMFWA
DD Sharpe, CA *	W62G2T	W62G2T	RUWMFWA
DD Tracy, CA ****	SW3200	SW3200	RUWJSHA
DD Barstow, CA	MMSA02	MMSA02	RUWIBNA
DD Corpus Christie, TX *	W45H08	W45H08	RUWTNBC
DD McClellan, CA ***	FY2041	FY2041	RUVMRIA
DD Oakland, CA **	N000228	N000228	RUWMEKO
DD Ogden, UT ****	SW3400	SW3400	RUWMDAA
Hillside, UT ***	FY2020	FY2020	RUVHRIA
DD Oklahoma ***	FY2030	FY2030	RUVORIA
DD Puget Sound, WA **	N00406	N00406	RUWMBWO
DD Red River, TX *	W45G19	W45G19	RUWTBFA
DD San Antonio, TX ***	FY2050	FY2050	RUVKRIA
DD San Diego, CA **	N63196	N63196	RUWJPHK

DoD has consolidated these former Service and DLA stock points and depots into two depot regions under the responsibility and authority of DLA. Initially each stock point will continue to use its local depot system until converted to the Depot Standard System (DSS).

- * These former Army activities are using the Army's Standard Depot System.
- ** These former Navy activities are using the Navy's UADPS for Stock Points.
- *** These former Air Force activities are using the Air Force JO41 system.
- **** These former DLA activities are using the DLA Warehousing and Shipment Processes (DWASP) system.
- ***** These activities are using the Depot Standard System (DSS)

Group D2 (con.)

DLA Depots

The activities assigned to the two regions use various systems as shown on the previous page. All of the systems are programmed to:

1. Issue Acceptance Reports (PKN/PKP) (in lieu of acceptance DD Form 250).
2. Receive Acceptance Alerts (PK5).

The various activities within the regions will continue to use the established Service systems; eventually they will all be changed to the Depot Standard System (DSS).

Group D3

Defense Contract Management Districts (DCMDs)

<u>Activity</u>	<u>DFARS App. G Code</u>		<u>Issued by</u> <u>DoDAAC</u>	<u>ADP Point</u> <u>DoDAAC</u>	<u>COMM RI</u>
	<u>Identifier</u> <u>PIIN</u>	<u>Call/Order</u>			
DFAS NORTH ENTITLEMENT OPERATIONS (MOC-H)				SC1012	RUQAICH
DFAS BUNKER HILL (JNB)			SC1016	"	"
DCMC Boston	S2206A	Y3	S2206A	"	"
DCMC Syracuse	S3306A	XU	S3306A	"	"
DCMC Raytheon	S2205A	XF	S2205A	"	"
DCMC Lockheed <i>Martin</i> -Sanders	S3001A	YS	S3001A	"	"
DCMC GTE	S2203A	XX	S2203A	"	"
DCMC Loral-Owego	S3315A	YR	S3315A	"	"
DCMC GE Lynn	S2207A	7Q	S2207A	"	"
DCMC Lockheed Martin	S2208A	NJ	S2208A	"	"
DCMC New York	S3310A	WU	S3310A	"	"
DCMC Long Island	S3309A	VX	S3309A	"	"
DCMC Stratford	S0702A	UP	S0702A	"	"
DFAS MINUTE MAN (JNC)			SC1032	"	"
DCMC Hartford	S0701A	WB	S0701A	"	"
DCMC Hamilton Standard	S0703A	XT	S0703A	"	"
DCMC Grumman Aerospace	S3316A	KK	S3316A	"	"
DCMC Sikorsky Aircraft	S0707A	LF	S0707A	"	"
DCMC Textron Defense	S2209A	SQ	S2209A	"	"
DCMC UNISYS	S3317A	NH	S3317A	"	"
DCMC Pratt & Whitney - East Hartford	S0708A	T5	S0708A	"	"
DCMC Indianapolis	S1501A	WG	S1501A	"	"
DCMC Magnavox	S1505A	X2	S1505A	"	"

Group D3

Defense Contract Management Districts (DCMDs) (con.)

<u>Activity</u>	<u>DFARS App. G Code</u>		<u>Issued by</u> <u>DoDAAC</u>	<u>ADP Point</u> <u>DoDAAC</u>	<u>COMM RI</u>
	<u>Identifier</u> <u>PIIN</u>	<u>Call/Order</u>			
DFAS MINUTE MAN (JNC) (con.)			SC1032	SC1012	RUQAICH
DCMC Grand Rapids	S2303A	VW	S2303A	"	"
DCMC United Defense LP	S4201A	XY	S4201A	"	"
DCMC Springfield	S3101A	WT	S3101A	"	"
DCMC Allied Signal	S3102A	UU	S3102A	"	"
DCMC ITT	-----	----	S3104A	"	"
DCMC Kearfott/Plessy	S3109A	WC	S3109A	"	"
DCMC Reading	S3912A	XM	S3912A	"	"
DCMC Pittsburgh	S3911A	XD	S3911A	"	"
DCMC Lockheed Martin - Del. Valley	S3110A	X7	S3110A	"	"
DFAS NEW DOMINION (JNF)			SC1018	"	"
DCMC Cleveland	S3603A	VB	S3603A	"	"
DCMC Loral	S3616A	X6	S3616A	"	"
DCMC Westinghouse	S3613A	YB	S3613A	"	"
DCMC GE Aircraft Engines - Evendale	S3602A	SB	S3619A	"	"
DCMC Dayton	S3605A	VL	S3605A	"	"
DCMC Detroit	S2305A	Y7	S2305A	"	"
DCMC General Dynamics - Lima	S3618A	YF	S3618A	"	"
DCMC Ottawa - Canada	SCN01A	WV	SCN01A	"	"
DCMC Warren	-----	----	S2306A	"	"
DCMC Philadelphia	S3915A	X3	S3915A	"	"
DCMC Boeing Helicopters	S3916A	TU	S3916A	"	"
CFT - Wright Patterson	-----	----	S3918A	"	"

Group D3

Defense Contract Management Districts (DCMDs) (con.)

<u>Activity</u>	<u>DFARS App. G Code</u>		<u>Issued by</u> <u>DoDAAC</u>	<u>ADP Point</u> <u>DoDAAC</u>	<u>COMM RI</u>
	<u>Identifier</u> <u>PIIN</u>	<u>Call/Order</u>			
DFAS SOUTH ENTITLEMENT OPERATIONS (MOC-G)				SC1020	RUQAICG
DFAS SOUTHEAST (JSA)			SC1020	"	"
<i>DCMC</i> Birmingham	-----	----	S0101A	"	"
<i>DCMC</i> PEMCO Aeroplex - Birmingham	S0102A	WA	S0102A	"	"
<i>DCMC</i> APMO/Aircraft Pgm. Mgm't	S1211A	U8	S1211A	"	"
<i>DCMC</i> Grumman - St. Augustine	S1110A	Z5	S1110A	"	"
<i>DCMC Grumman - Melbourne</i>	S1221A	X5	S1221A	"	"
<i>DCMC</i> Lockheed Aero	S1111A	RK	S1111A	"	"
<i>DCMC Lockheed</i> Martin - Orlando	S1005A	XL	S1005A	"	"
<i>DCMC</i> Michoud Stennis	S1903A	----	S1903A	"	"
<i>DCMC</i> Orlando	S1002A	WW	S1002A	"	"
<i>DCMC</i> Puerto Rico	SPR01A	QF	SPR01A	"	"
<i>DCMC Rockwell</i>	-----	----	S1104A	"	"
<i>DCMC</i> Clearwater	S1109A	Z4	S1109A	"	"
<i>DCMC</i> Pratt & Whitney - W. Palm Bch.	S1011A	T2	S1011A	"	"
<i>DCMC</i> Atlanta	S1103A	Y1	S1103A	"	"
DFAS CAPITOL (JSC)			SC1034	"	"
<i>DCMC</i> Baltimore - D.C. MD	S2404A	UR	S2404A	"	"
<i>DCMC</i> Westinghouse Electric - Balt.	S2103A	S2	S2103A	"	"
DFAS CHESAPEAKE (JSD)			SC1030	"	"
<i>DCMC</i> Baltimore	S2404A	UR	S2404A	"	"

Group D3

Defense Contract Management Districts (DCMDs) (con.)

<u>Activity</u>	<u>DFARS App. G Code</u>		<u>Issued by</u> <u>DoDAAC</u>	<u>ADP Point</u> <u>DoDAAC</u>	<u>COMM RI</u>
	<u>Identifier</u> <u>PIIN</u>	<u>Call/Order</u>			
DFAS WEST ENTITLEMENT OPERATIONS (MOC-L)				SC1002	RUQAICZ
DPRO WEST (JWD)			SC1002	"	"
DCMI International - Dayton	S3620A	VA	S3620A	"	"
DCMC Hughes - Tucson	S0305A	SR	S0305A	"	"
DCMC McDonnell-Douglas - Huntington	S0530A	X9	S0530A	"	"
DCMC Boeing - Seattle	S4804A	SP	S4804A	"	"
DCMC Lockheed - Sunnyvale	S0543A	QX	S0543A	"	"
DCMC Hawaii	S1201A	Z9	S1201A	"	"
DCMC Hughes - Los Angeles	S0539A	QT	S0539A	"	"
DCMC Rockwell - Canoga Park	S0542A	RY	S0542A	"	"
DCMC Douglas Aircraft - Long Beach	S0544A	TC	S0544A	"	"
DCMC Northrup	S0546A	QR	S0546A	"	"
DCMC Thiokol	S4503A	R6	S4503A	"	"
DCMC Lockheed Martin Astronautics	S0605A	RE	S0605A	"	"
DCMC McDonnell Douglas - St. Louis	S2606A	JZ	S2606A	"	"
DFAS VAN NUYS (JWV)			SC1004	"	"
DCMC Phoenix	S0302A	WY	S0302A	"	"
DCMC Van Nuys	S0512A	YC	S0512A	"	"
DCMC San Francisco	S0507A	XR	S0507A	"	"
DFAS SANTA ANA			SC1006	"	"
DCMC Santa Ana	S0513A	UG	S0513A	"	"
DCMC San Diego	S0514A	VH	S0514A	"	"

Group D3

Defense Contract Management Districts (DCMDs) (con.)

<u>Activity</u>	<u>DFARS App. G Code</u>		<u>Issued by</u> <u>DoDAAC</u>	<u>ADP Point</u> <u>DoDAAC</u>	<u>COMM RI</u>
	<u>Identifier</u> <u>PIIN</u>	<u>Call/Order</u>			
DFAS GATEWAY (JWB)			SC1028	SC1002	RUQAICZ
DCMC Chicago	S1403A	YP	S1403A	"	"
DCMC Seattle	S4801A	XW	S4801A	"	"
DCMC Denver	S0602A	VK	S0602A	"	"
DCMC St. Louis	S2603A	XS	S2605A	"	"
DCMC Twin cities	S2401A	WQ	S2401A	"	"
DCMC Wichita	S1701A	YD	S1701A	"	"
DFAS GULFCOAST (JWA)			SC1024	"	"
DCMC Dallas	S4402A	Z7	S4402A	"	"
DCMC San Antonio	S4404A	XN	S4404A	"	"
DCMC E-Systems	S4407A	WN	S4407A	"	"
DCMC Texas Instruments	S4408A	XZ	S4408A	"	"
DCMC Loral Vought	S4420A	WP	S4420A	"	"
DCMC Lockheed - Fort Worth	S4419A	SL/TH	S4419A	"	"
DCMC Stewart & Stevenson Services	S4807A	WM	S4807A	"	"
DCMC Bell Helicopter/Textron	S4418A	W1	S4418A	"	"

Group D3 (con.)

Defense Contract Management Districts (DCMDs)

The DCMDs *and DFAS Columbus* use the Mechanization of Contract Administration Services (MOCAS) System.

DFAS Columbus has three Entitlements (see page K-30), each with its own database: North, South, and West. DCMC has three DCMDs which align with the three DFAS Entitlements and use the same databases. The three databases include all 90 of the DCMCs (see pages K-24 through K-28), most of which have their own DFARS appendix G code.

MOCAS is programmed to:

1. Issue:

- a. Modification abstracts (but not clerical correction abstracts).
- b. Shipment Performance Notices (PJJ/PJR) (in lieu of DD Form 250).
- c. Acceptance Alerts (PK5).
- d. Revised Delivery Forecasts (PJA/PJB) (in lieu of DD Form 375-2, Delay in Delivery, or DLA Test Form).
- e. Contract Payment Notices (PV_).
- f. Contract Completion Statements (PK9) (in lieu of DD Form 1594, Contract Completion Statement).
- g. Unclosed Contract Status (PKX).

2. Receive:

- a. Contract abstracts.
- b. Contract modification abstracts (but not clerical correction abstracts).
- c. Acceptance Reports (PKN, PKP).
- d. Contract Closeout Extensions (PKZ).

Group D4

Defense Finance and Accounting Service (DFAS)
Columbus Center

<u>Activity</u>	<u>Issued by</u> <u>DoDAAC</u>	<u>ADPPoint</u> <u>DoDAAC</u>	<u>COMM RI</u>
DFAS NORTH ENTITLEMENT OPERATIONS (JN)		SC1012	RUQAICH
DFAS BUNKER HILL	SC1016	"	"
DFAS NEW DOMINION	SC1018	"	"
DFAS MINUTEMAN	SC1032	"	"
DFAS SOUTH ENTITLEMENT OPERATIONS (JS)		SC1020	RUQAICG
DFAS SOUTHEAST	SC1020	"	"
DFAS CHESAPEAKE	SC1030	"	"
DFAS CAPITOL	SC1034	"	"
DFAS WEST ENTITLEMENT OPERATIONS (JW)		SC1002	RUQAICZ
DFAS DPRO West	SC1002	"	"
DFAS VAN NUYS	SC1004	"	"
DFAS SANTA ANA	SC1006	"	"
DFAS GULF COAST	SC1024	"	"
DFAS GATEWAY	SC1028	"	"